



**Planning and Development Department**

## **DEVELOPMENT HANDBOOK**

**January 2022**

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**GENERAL INFORMATION**

## WELCOME

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December 6, 2018

Welcome to the City of League City Zoning and Development Handbook. The goal of this handbook is to consolidate all of the City's submittal requirements into one place for easy access for citizens and developers. The City is striving to simplify our processes and help the development community move seamlessly through the development process. We request that the development community provide input and feedback so that we may continue to improve upon our current processes.

Regards,

David Hoover, AICP  
Director of Planning and Development

**NOTE: As of March 2020, all submittals are accepted in digital format only. No paper copies of any application should be submitted to the Planning or Building Departments. Building Permit submittals should be submitted through the [Citizen Portal](#). Planning project submittals should be submitted to [planning@leaguecitytx.gov](mailto:planning@leaguecitytx.gov). If the file is too large to send via email, a file sharing software should be used to transmit the plans.**

## MEETING DATES

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### **Meetings**

While meeting dates and times are subject to change, the date, time, and place of regularly scheduled meetings are as follows:

#### ***City Council Meetings***

2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of every month

Work Session (if necessary): 5:00pm

Regular Session: 6:00pm

City Council Chambers

200 W. Walker St.

Information about our City Council: <http://leaguecity.com/citycouncil>

Livestream or watch archived meetings: <http://leaguecitytx.swagit.com/live-chambers>

#### ***Planning & Zoning Commission Meetings***

1<sup>st</sup> and 3<sup>rd</sup> Mondays of every month

Regular Session: 6:00pm

City Council Chambers

200 W. Walker St.

Information about our Planning & Zoning Commission: <http://www.leaguecity.com/pandz>

Livestream or watch archived meetings: <http://leaguecitytx.swagit.com/live-chambers>

#### ***Zoning Board of Adjustment Meetings***

1<sup>st</sup> Thursday of every month

Regular Session: 6:00pm

City Council Chambers

200 W. Walker St.

Information about our Zoning Board of Adjustment: <http://leaguecity.com/index.aspx?nid=1773>

Livestream or watch archived meetings: <http://leaguecitytx.swagit.com/live-chambers>

#### ***Historic Commission Meetings***

3<sup>rd</sup> Thursday of every month

Regular Session: 6:00pm

City Council Chambers

200 W. Walker St.

Information about our Historic Commission: <http://leaguecity.com/index.aspx?nid=1771>

Livestream or watch archived meetings: <http://leaguecitytx.swagit.com/live-chambers>

## DEVELOPMENT REVIEW COMMITTEE

### **Purpose**

The Development Review Committee (DRC) is comprised of members of various City departments that work to ensure each submission is compliant with the League City Development Codes. The DRC meets weekly to review applications and will work to meet with applicants to discuss a submission.

### **Planning (500 West Walker):**

Planning Department: Main Line	281.554.1080	
David Hoover, Director of Development Services	281.554.1450	david.hoover@leaguecitytx.gov
Frankie Legaux, Assistant Director P&D	281.554.1084	frankie.legaux@leaguecitytx.gov
Kris Carpenter, Planning Manager	281.554.1098	kris.carpenter@leaguecitytx.gov
Mark Linenschmidt, Senior Planner	281.554.1078	mark.linenschmidt@leaguecitytx.gov
Masood Malik, Senior Planner	281.554.1077	masood.malik@leaguecitytx.gov
Janice Norman, Senior Planner	281.554.1079	janice.norman@leaguecitytx.gov
Sallye Clark, Planning Technician	281.554.1081	sallye.clark@leaguecitytx.gov

### **Engineering (500 West Walker):**

Engineering Department: Main Line	281.554.1444	
Christopher Sims, Director of Engineering	281.554.1440	christopher.sims@leaguecitytx.gov
Matthew Brown, Assistant City Engineer	281.554.1439	matthew.brown@leaguecitytx.gov
Jack Murphy, Senior Civil Engineer for Drainage	281.554.1430	jack.murphy@leaguecitytx.gov
Alan R. Nichols, Engineering Technician	281.554.1435	alan.nichols@leaguecitytx.gov
Donna Ofsanko, Executive Assistant Engineering	281.554.1445	donna.ofsanko@leaguecitytx.gov
Alex Noel, Floodplain/Storm water Mgmt. Coordinator	281.554.1428	alex.noel@leaguecitytx.gov
Charles Marcus, Engineering Technician	281.554.1434	charles.marcus@leaguecitytx.gov
Sonia Philips, Floodplain Administrator/Drainage Eng.	281.554.1498	sonia.phillips@leaguecitytx.gov

### **Building (500 West Walker):**

Building Department: Main Line	281.554.1429	
Building Official, David Reagan	281.554.1415	david.reagan@leaguecitytx.gov
Barbara Roberts, Plans Examiner	281.554.1413	barbara.roberts@leaguecitytx.gov
Kate Hartis, Permit Supervisor	281.554.1425	kate.hartis@leaguecitytx.gov

### **Utilities (1505 Dickinson, 1535 Dickinson Ave, 601 Wisconsin Ave, 5123 ½ Candlewood):**

Jody Hooks, Director of Public Works	281.554.1321	jody.hooks@leaguecitytx.gov
Tommy Arredondo, Water Superintendent	281.554.1040	tommy.arredondo@leaguecitytx.gov
Chris Svahn, Utility Maintenance Supervisor	281.554.1392	chris.svahn@leaguecitytx.gov
Phil Bryan, Maintenance Supervisor	281.554.1322	phil.bryan@leaguecitytx.gov
Susie Blake, Wastewater Superintendent	281.554.1323	susie.blake@leaguecitytx.gov
Jayne Gilker, Administrative Assistant	281.554.1320	jayne.gilker@leaguecitytx.gov
Eric Combs, Pre-Treatment Technician	281.554.1327	eric.combs@leaguecitytx.gov
Alex Trujillo, Water Production Supervisor	281.554.1043	alex.trujillo@leaguecitytx.gov
Ruben Leos, Water Production Supervisor	281.554.1045	ruben.leos@leaguecitytx.gov
Heather McKnight, City Arborist	281.554.1441	heather.mcknight@leaguecitytx.gov
Bryan Eastham, Lab Supervisor/Pre-Treatment Coordinator	281.554.1318	bryan.eastham@leaguecitytx.gov
Stephanie Hendrickson, Pre-Treatment Coordinator	281.554.1318	stephanie.hendrickson@leaguecitytx.gov

### **Fire (600 West Walker):**

Gary Warren, Fire Chief	281.554.1478	gary.warren@leaguecitytx.gov
Tommy Cones, Asst. Fire Chief/Fire Marshal	281.554.1291	tommy.cones@leaguecitytx.gov
Randall Loydrake, Deputy Fire Marshal	281.554.1293	randall.loydrake@leaguecitytx.gov
Bradley Bass, Deputy Fire Marshal	281.554.1297	bradley.bass@leaguecitytx.gov
Valerie Salazar, Administrative Assistant	281.554.1290	valerie.salazar@leaguecitytx.gov

### **Parks Department (512 2<sup>nd</sup> Street):**

Chien Wei, Director of Parks & Cultural Services	281.554.1187	chien.wei@leaguecitytx.gov
John Orsag, Parks Coordinator	281.554.1156	john.orsag@leaguecitytx.gov

### **GIS/Addressing (500 West Walker):**

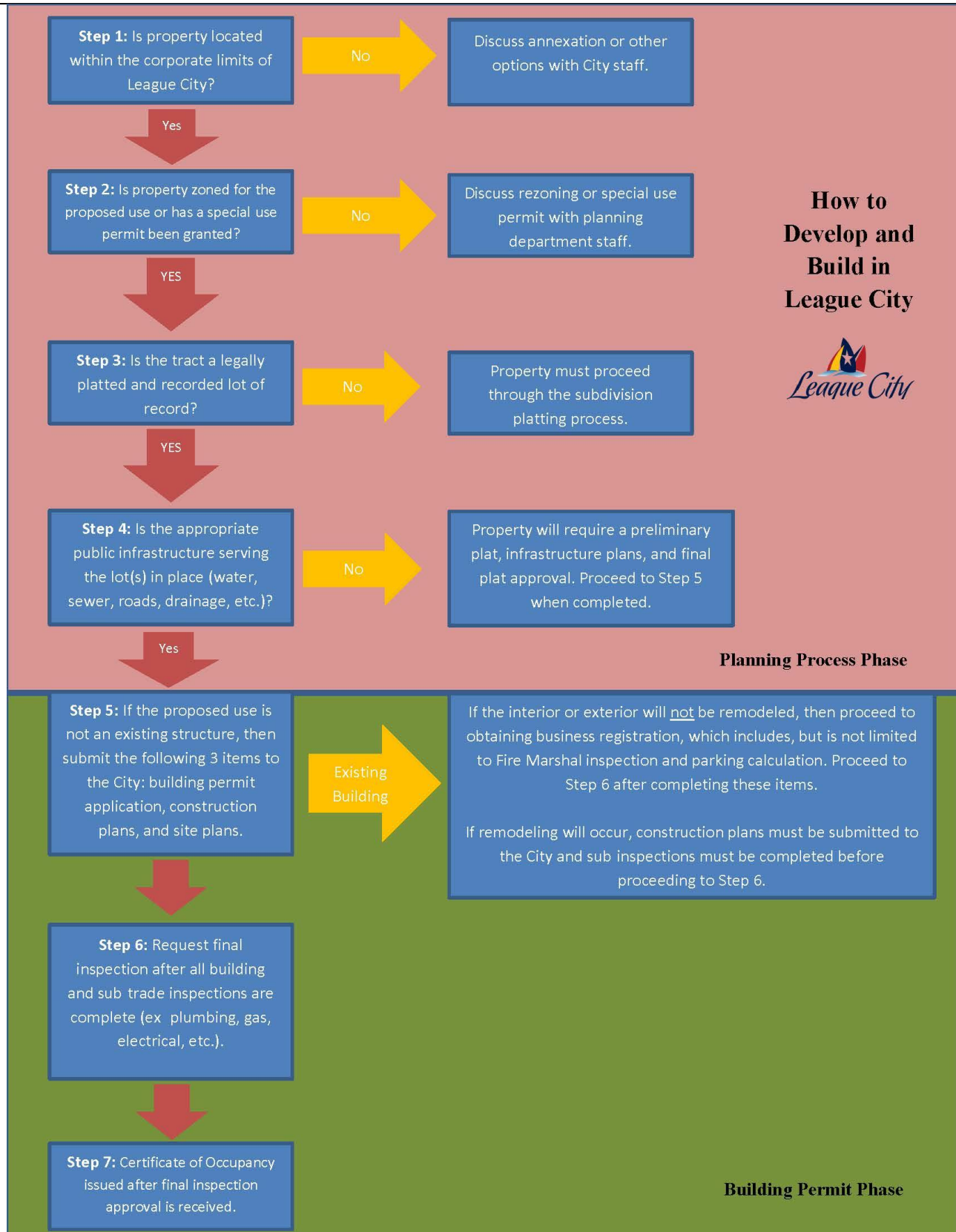
Rick Brezik, GIS Coordinator	281.554.1432	rick.brezik@leaguecitytx.gov
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### **Economic Development (300 W Walker):**

Scott Livingston, Economic Development Director	281.554.1036	scott.livingston@leaguecitytx.gov
Devin DePascal, Economic Development Coordinator	281.554.1179	devin.depascal@leaguecitytx.gov

# PROCESS SUMMARIES

## DEVELOPMENT PROCESS FLOWCHART





## DEVELOPMENT PROCESS SUMMARY

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### ☐ **Pre-development Meeting**

Pre-development meetings are held with the Development Review Committee (DRC) every Tuesday, from 9AM until they are complete. Each meeting is blocked off for an hour time period and must be scheduled a minimum of 7 days prior to the meeting date. The required documents for a pre-development meeting include a site plan and survey or general map showing the location of the property. The potential applicant has an opportunity to ask questions to each department regarding specific development related regulations associated with the site. Sign up for a [Pre-Development Meeting](#) today!

### ☐ **Rezoning/SUPs**

Once a pre-development meeting is held, it should be determined if a rezoning or a Special Use Permit is required. If so, the zoning process explained on page 10 should be followed.

### ☐ **Master Plans**

If the property is part of a phased development, a master plan should be submitted to the City. This should show how all parts of the future development will have interconnection with utilities, access, drainage, etc. A Master Plan for a phased subdivision may be submitted at this time.

### ☐ **Platting**

No permit for the construction upon any tract or plot shall be issued until the lot(s) have been platted. There are several different types of plats that can be submitted and approved depending on factors associated with the site. If a final plat, preliminary plat, or replat is required, action by the Planning and Zoning Commission must occur prior to recordation. For further description on the types of plats, please see page 12.

### ☐ **Park Fees**

Park fees are assessed in accordance with the City's schedule of fees and must be paid prior to consideration by Planning and Zoning Commission (replat/final plat) or recordation of the Plat (minor/amending).

### ☐ **Infrastructure**

For a property to have a plat recorded, it must have infrastructure in place to serve the development. If infrastructure is not adequate to serve a development, public infrastructure may need to be extended to the property. The Engineering Department can make a determination if adequate facilities exist for the proposed development. If not, infrastructure plans must be approved and accepted by the City prior to plat recordation. In lieu of infrastructure acceptance, a letter of credit or bond can be provided to the City.

### ☐ **Building Permit/Site Plan**

A building permit with required checklists are submitted to the Building Department. The building permit application should include all civil, architectural, landscaping, and structural plans for a site. The building permit and required materials will be distributed to City staff and reviewed for compliance. Comments relating to the application will be sent to the applicant, and the applicant will address comments and return corrected plans to the City. Should any comments not be addressed by the applicant, the applicant will be notified of these outstanding comments.

### ☐ **Assessment of Capital Recovery Fees**

Water and sewer impact fees are assessed at the time a final plat is recorded and are due at the time a building permit is issued.

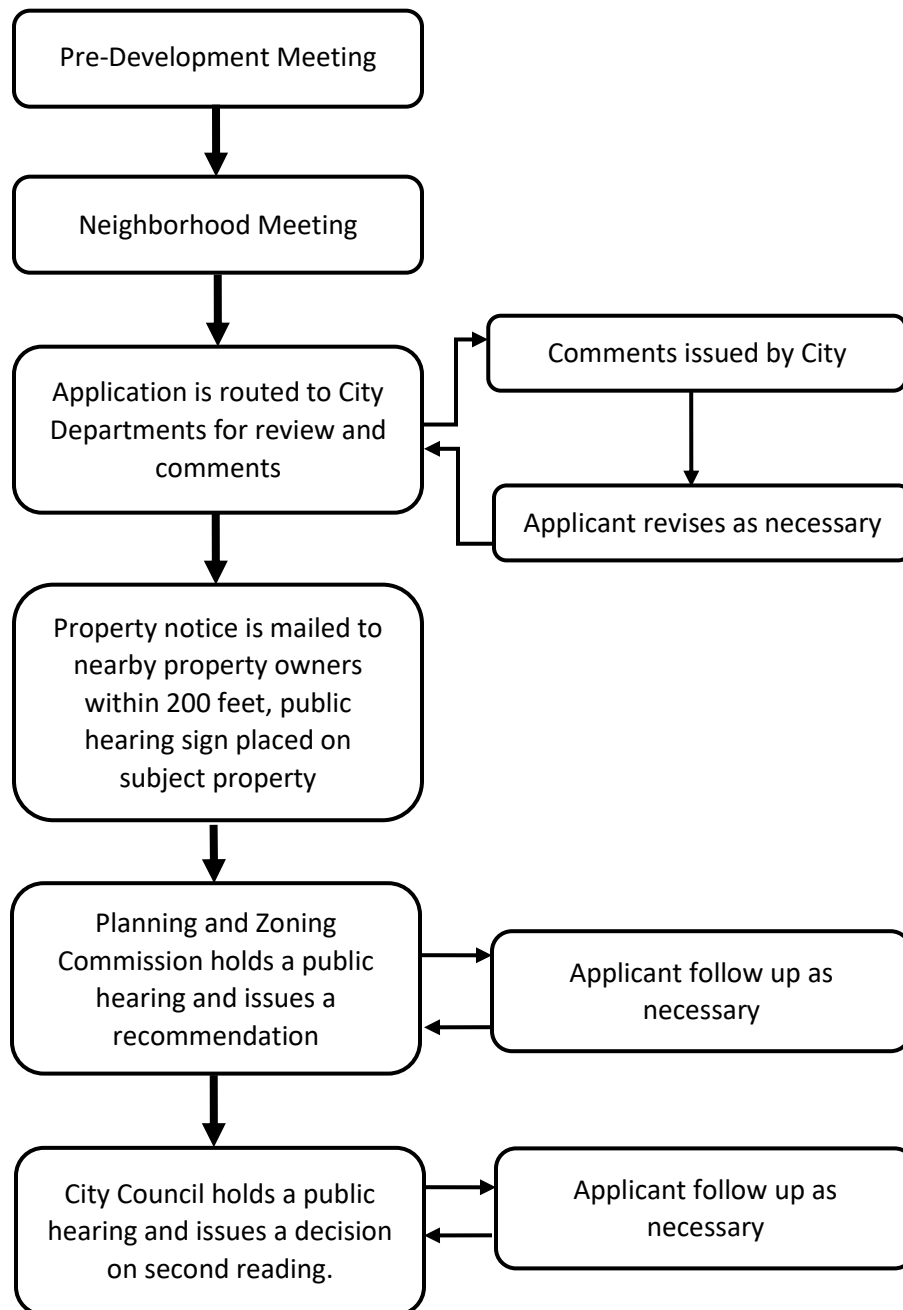
## ZONING PROCESS SUMMARY

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- ❑ The applicant contacts staff to discuss their proposed plan. A pre-development meeting is scheduled with staff to review a preliminary plan.
- ❑ A list of property owners within 200 feet is provided to the applicant by Planning staff and the applicant mails out notices for a neighborhood meeting. At least two weeks lead time should be given between the postmark date and the meeting.
- ❑ Zoning Application and associated materials (see Planned Unit Development/Planned Unit Development Amendment Checklist or the Zoning Checklist) are submitted to the Planning Department by the applicant. All submittals received during the week are considered received at noon on Tuesday.
- ❑ The zoning request is reviewed by City staff, comments regarding the zoning request are made available to the applicant, and the applicant addresses the comments and returns the associated materials through the Development Review Committee process. This process is repeated until all comments provided by the Committee have been resolved.
- ❑ Written Notice of the Public Hearing before the Planning & Zoning Commission is mailed by the City to each property owner within 200 feet of the property on which the zoning is being requested, as indicated by the most recently approved municipal tax roll. Notices are to be postmarked a minimum of 15 days before the hearing.
- ❑ City staff will place Public Hearing Signs on the subject site in accordance with the requirements in the [League City Zoning Ordinance](#).
- ❑ The Planning & Zoning Commission holds a Public Hearing to consider and act upon the zoning request. The Planning & Zoning Commission may recommend approval, denial, or table the request.
- ❑ City Council holds a Public Hearing to consider and act upon the zoning request. The City Council may approve, deny, or table the request. If the zoning request is approved on first reading, the item will be scheduled to a second City Council meeting for final approval.
- ❑ The average time frame for a rezoning case is approximately 90 to 120 days.

## ZONING PROCESS FLOWCHART

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## MASTER PLAN PROCESS SUMMARY

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- ☐ The applicant contacts staff to discuss their proposed phased development. If necessary, a pre-development meeting is scheduled with Planning staff to review a preliminary plan. Staff can help the applicant determine if a Master Plan needs to be submitted.
- ☐ A Master Plan should include future phases of a proposed development to show how water, wastewater, stormwater, and access are provided to future phases of the development.
- ☐ The applicant may submit an application to the DRC for review. The DRC will review the project and provide comments per the review timelines within this development handbook.
- ☐ The process continues until all comments have been satisfied.
- ☐ After all comments have been satisfied, the applicant will deliver 15 paper copies of the master plan for Planning and Zoning Commission consideration.
- ☐ The Master Plan process should precede platting.

## PLATTING PROCESS SUMMARY

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- ☐ The applicant contacts staff to discuss their proposed plat. If necessary, a pre-development meeting is scheduled with Planning staff to review a preliminary plan. Staff can help the applicant determine the type of plat that needs to be submitted.
- ☐ The applicant may submit an application to the DRC for review. The DRC will review the project and provide comments per the review timelines within this development handbook.
- ☐ The process continues until all comments have been satisfied.
- ☐ After all comments have been satisfied, the applicant will deliver signed mylars.
- ☐ If the plat is a replat that has been zoned a residential zoning district in the past five years, a public notice will be required to notify surrounding property owners of the proposed Planning and Zoning Commission meeting.
- ☐ For final plats, replats, and preliminary plats, the Planning & Zoning Commission will consider and act upon the proposed plat. The Planning & Zoning Commission may recommend approval, denial, or postpone the request.
- ☐ All lots must have frontage on a public or private right-of-way.

# **APPLICATIONS**

# DEVELOPMENT APPLICATION

## City of League City Universal Development Application

Incomplete applications will not be accepted.

Indicate "NA" when an item does not pertain to your application.

### PROJECT INFORMATION

Project Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel #(s): \_\_\_\_\_

Property Platted: YES ☐ NO ☐

Current Zoning: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Total Lots: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_

### APPLICANT & OWNER INFORMATION

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

### DISCLAIMER & SIGNATURE

*I CERTIFY THAT I AM THE OWNER OR OWNER'S REPRESENTATIVE OF THE PROPERTY (WITH SIGNED LETTER OF AUTHORIZATION) AND THAT THE FOREGOING STATEMENTS AND ANSWERS HEREIN MADE AND ALL DATA, INFORMATION AND EVIDENCE HERewith SUBMITTED ARE IN ALL RESPECTS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT. FURTHERMORE, I HEREBY IRREVOCABLY AUTHORIZE THE CITY OF LEAGUE CITY, ACTING THROUGH ITS EMPLOYEES, AGENTS, AND REPRESENTATIVES, TO ENTER UPON THE SUBJECT PREMISES AND INTO ANY STRUCTURES THEREON, FOR THE PURPOSES OF INSPECTING AND EVALUATING COMPLIANCE WITH ANY PERMIT ISSUED AS A RESULT OF THIS APPLICATION.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**City of League City**  
**Universal Development Application**

Planning Department  
City of League City  
500 W. Walker St.  
League City, TX 77573  
Phone: 281.554.1080  
Fax: 281.554.1020  
[planning@leaguecity.com](mailto:planning@leaguecity.com)

**LETTER OF AUTHORIZATION**

Have property owner complete and sign, if applicant differs from property owner.

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Address

\_\_\_\_\_  
City, ST

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Date

Planning Department  
City of League City  
500 W Walker Street  
League City, TX 77573

Dear City of League City Planning Department:

I, \_\_\_\_\_, certify that I am the owner of the project property located at \_\_\_\_\_ and that the forgoing statements and answers herein made and all data, information and evidence herewith submitted are in all respects to the best of my knowledge and belief, true and correct. I appoint \_\_\_\_\_ with the company \_\_\_\_\_ to act as my representative for this project. I agree to be responsible for payment of all bills due to the City of League City related to this application. Furthermore, I authorize employees, agents and representatives of the City of League City to enter and inspect the subject premises, including land and structures, to evaluate existing and proposed conditions as they relate to the submitted application. I understand that any material misrepresentation of this application, failure to comply with ordinances, and/or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.  
Please contact me directly at \_\_\_\_\_ if you have any questions.

Sincerely,

Owner Name \_\_\_\_\_

Owner Signature \_\_\_\_\_

# **SUBMITTAL & REVIEW CALENDARS**



Submittal	DRC	Comments Issued
4-Jan-2022	10-Jan-2022	17-Jan-2022
11-Jan-2022	17-Jan-2022	24-Jan-2022
18-Jan-2022	24-Jan-2022	31-Jan-2022
25-Jan-2022	31-Jan-2022	7-Feb-2022
1-Feb-2022	7-Feb-2022	14-Feb-2022
8-Feb-2022	14-Feb-2022	21-Feb-2022
15-Feb-2022	21-Feb-2022	28-Feb-2022
22-Feb-2022	28-Feb-2022	7-Mar-2022
1-Mar-2022	7-Mar-2022	14-Mar-2022
8-Mar-2022	14-Mar-2022	21-Mar-2022
15-Mar-2022	21-Mar-2022	28-Mar-2022
22-Mar-2022	28-Mar-2022	4-Apr-2022
29-Mar-2022	4-Apr-2022	11-Apr-2022
5-Apr-2022	11-Apr-2022	18-Apr-2022
12-Apr-2022	18-Apr-2022	25-Apr-2022
19-Apr-2022	25-Apr-2022	2-May-2022
26-Apr-2022	2-May-2022	9-May-2022
3-May-2022	9-May-2022	16-May-2022
10-May-2022	16-May-2022	23-May-2022
17-May-2022	23-May-2022	30-May-2022
24-May-2022	30-May-2022	6-Jun-2022
31-May-2022	6-Jun-2022	13-Jun-2022
7-Jun-2022	13-Jun-2022	20-Jun-2022
14-Jun-2022	20-Jun-2022	27-Jun-2022
21-Jun-2022	27-Jun-2022	4-Jul-2022
28-Jun-2022	4-Jul-2022	11-Jul-2022
5-Jul-2022	11-Jul-2022	18-Jul-2022
12-Jul-2022	18-Jul-2022	25-Jul-2022
19-Jul-2022	25-Jul-2022	1-Aug-2022
26-Jul-2022	1-Aug-2022	8-Aug-2022
2-Aug-2022	8-Aug-2022	15-Aug-2022
9-Aug-2022	15-Aug-2022	22-Aug-2022
16-Aug-2022	22-Aug-2022	29-Aug-2022
23-Aug-2022	29-Aug-2022	5-Sep-2022
30-Aug-2022	5-Sep-2022	12-Sep-2022
6-Sep-2022	12-Sep-2022	19-Sep-2022
13-Sep-2022	19-Sep-2022	26-Sep-2022
20-Sep-2022	26-Sep-2022	3-Oct-2022
27-Sep-2022	3-Oct-2022	10-Oct-2022
4-Oct-2022	10-Oct-2022	17-Oct-2022
11-Oct-2022	17-Oct-2022	24-Oct-2022
18-Oct-2022	24-Oct-2022	31-Oct-2022
25-Oct-2022	31-Oct-2022	7-Nov-2022
1-Nov-2022	7-Nov-2022	14-Nov-2022
8-Nov-2022	14-Nov-2022	21-Nov-2022
15-Nov-2022	21-Nov-2022	28-Nov-2022
22-Nov-2022	5-Dec-2022	12-Dec-2022
29-Nov-2022		
6-Dec-2022	12-Dec-2022	19-Dec-2022
13-Dec-2022	19-Dec-2022	26-Dec-2022
20-Dec-2022	2-Jan-2023	9-Jan-2023
27-Dec-2022		
3-Jan-2023	9-Jan-2023	16-Jan-2023
10-Jan-2023	16-Jan-2023	23-Jan-2023
17-Jan-2023	23-Jan-2023	30-Jan-2023
24-Jan-2023	30-Jan-2023	6-Feb-2023
31-Jan-2023	6-Feb-2023	13-Feb-2023

## **PLAN CHECKLISTS**

# REZONING CHECKLIST

Project Name: \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Rezoning submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

Prior to submitting an application, the following must happen:

- ☐ The applicant must schedule an appointment to meet with staff and discuss the proposed zoning amendment
- ☐ After the intimal meeting, staff will provide the applicant with a list of property owners within 500 feet of the subject property, and the applicant will mail a notice to said property owners scheduling a neighborhood meeting. The applicant should give a minimum of two week notice for the neighborhood meeting.

All initial Zoning applications (Planned Development Zoning, Planned Development Amendment, or Zoning) shall be accompanied by the following materials:

- ☐ A fully completed Universal Development Application
- ☐ A title report
- ☐ Payment of all applicable fees (see Schedule of Fees)
- ☐ An electronic copy of the required exhibits in "PDF" format
- ☐ Letter of Authorization by each property owner
- ☐ Letter of Authorization signed by each lienholder OR letter of no objection from each lienholder.

Resubmittals of Zoning applications shall be accompanied by the following materials:

- ☐ An electronic copy of the required exhibits in "PDF" format
- ☐ A written response to staffs' comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials will be required:

- An electronic copy of the required exhibits in "PDF" format.

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

ATTACHMENT A – LEGAL DESCRIPTION	
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating "Legal Description". If the property is platted, a copy of the plat should be provided.
ATTACHMENT B – ADDITIONAL INFORMATION	
<input type="checkbox"/>	Documentation of the required pre-application meeting in the form of a copy of the meeting notice, list of notified property owners, and a sign-in sheet from the meeting.
<input type="checkbox"/>	Exhibit detailing the nature of the zoning request with any proposed exhibits showing how the site will be developed (Site Plan).
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.

ATTACHMENT B – ADDITIONAL INFORMATION (continued)	
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	<p>Indication of how the proposed rezoning meets the following Criteria:</p> <ol style="list-style-type: none"> <li>1. Conformance of the proposed zoning and use with the City's Comprehensive Plan and other City policies</li> <li>2. The character of the surrounding area</li> <li>3. The zoning and use of nearby properties, and the extent to which the proposed zoning and use would be compatible</li> <li>4. The suitability of the property for the uses permitted by right in the proposed zoning district</li> <li>5. The extent to which approval of the application would detrimentally affect nearby properties</li> <li>6. The extent to which the proposed use would adversely affect the capacity or safety of that portion of the street network or present parking problems in the vicinity of the property</li> <li>7. The extent to which approval of the application would harm the value of nearby properties</li> <li>8. The gain to public health, safety, and welfare due to denial of the application as compared to the hardship imposed upon the owner as a result of denial of the application</li> <li>9. That there are exceptional circumstances or conditions applicable to the property involved or to the intended uses or development of the property that do not apply generally to other property in the same zone or neighborhood</li> <li>10. Supporting details including a letter describing the nature of the request, and existing and proposed uses</li> </ol>

Fees	
Zoning Amendment: \$1,250	<input type="checkbox"/>
Zoning Amendment with SUP: \$1,750	<input type="checkbox"/>
Public Hearing Notice: \$65	<input type="checkbox"/>
Written Notice Mailings: \$1 per mailed written notice	<input type="checkbox"/>

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Professional License Certification: \_\_\_\_\_  
(Engineer Stamp)

Date: \_\_\_\_\_

# PLANNED UNIT DEVELOPMENT / AMENDMENT / MASTER PLAN REQUEST CHECKLIST

Project Name: \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Planned Unit Development or Planned Unit Development Amendment Request submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this form at the time of application submittal.

All initial applications (Planned Development Zoning, Planned Development Amendment, or Zoning) shall be accompanied by the following materials:

- ☐ A fully completed Universal Development Application.
- ☐ A title report.
- ☐ Documentation of the required pre-application meeting in the form of a copy of the meeting notice, list of notified property owners, and a sign-in sheet from the meeting.
- ☐ Payment of all applicable fees (see Schedule of Fees).
- ☐ An electronic copy of the required exhibits in “PDF” format.
- ☐ Letter of Authorization by each property owner
- ☐ Letter of Authorization signed by each lienholder OR letter of no objection from each lienholder.

Resubmittals of applications shall be accompanied by the following materials:

- ☐ An electronic copy of the required exhibits in “PDF” format.
- ☐ A written response to staffs’ comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials may be required:

An electronic copy of the required exhibits in “PDF” format.

Select the type of plan that applies to your submittal:

☐ **Concept Plan/Concept Plan Revision**

A zoning overlay submitted for developments designed to encourage high quality and provide flexibility in planning – resulting in more efficient, environmentally sensitive, visually pleasing, safe, and socially integrated development than traditional zoning. *Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; Parks Board for inclusion of residential; and City Council.*

☐ **Master Plan / Master Plan Revision**

In association with previously approved Concept Plan, an overall development plan illustrating location of proposed uses and phasing. *Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and Parks Board for inclusion of residential if not previous approved.*

☐ **Administrative Master Plan Revision for Vested PUDs**

A development plan submitted for changes that do not alter the basic relationship of the proposed development to adjacent property; do not alter the uses permitted or increase the density, building height or coverage of the site; do not decrease the off-street parking ratio or reduce the yards provided at the boundary of the site; and do not significantly alter the landscape plans or signage. *Approval authority – City Planner.*

ATTACHMENT A – LEGAL DESCRIPTION	
Included	Item Description
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating “Legal Description”. If the property is platted, a copy of the plat should be provided.
ATTACHMENT B – CONCEPT PLAN/PUD DOCUMENT	
<input type="checkbox"/>	Identification of major access points into the development
<input type="checkbox"/>	Development Phasing Schedule
<input type="checkbox"/>	Off-Street Parking
<input type="checkbox"/>	Surrounding Land Uses
<input type="checkbox"/>	Compliance with the Comprehensive Plan
<input type="checkbox"/>	Land Use Descriptions/ Development Standards
<input type="checkbox"/>	Site Data Summary Table, including: <ul style="list-style-type: none"> <li>• Proposed Use(s)</li> <li>• Existing Zoning District</li> <li>• Proposed Zoning District Regulation of each use</li> <li>• Gross Site Area (ac. &amp; sq. ft.)</li> <li>• Lot Coverage</li> <li>• Maximum Height (in ft. &amp; stories/commercial and residential)</li> </ul>
<input type="checkbox"/>	For residential development, the Site Data Summary Table should also include the following: <ul style="list-style-type: none"> <li>• Provided Open Space (ac. &amp; %)</li> <li>• Total Density (du/ac.)</li> <li>• Total Number of Dwelling Units by Type</li> <li>• Lot Count by Typical Lot Size</li> <li>• Minimum Lot Widths</li> <li>• Minimum Lot Areas</li> </ul>
<input type="checkbox"/>	For commercial development, the Site Data Summary Table should also include the following: <ul style="list-style-type: none"> <li>• Required Landscape Area (ac. &amp; %)</li> <li>• Provided Landscape Area (ac. &amp; %)</li> <li>• Parking Ratio by Use</li> <li>• Parking Required</li> <li>• Parking Provided</li> </ul>
EXHIBITS	
<input type="checkbox"/>	Area Location Map
<input type="checkbox"/>	Project Aerial Map
<input type="checkbox"/>	Project Survey Map

<input type="checkbox"/>	Conceptual Land Use Plan
<input type="checkbox"/>	Illustrative Renderings
<input type="checkbox"/>	Water Overlay
<input type="checkbox"/>	Wastewater Overlay
<input type="checkbox"/>	Stormwater Overlay
<input type="checkbox"/>	Proposed Power Supply Plan
<input type="checkbox"/>	EDU Assignment Plan
<input type="checkbox"/>	Amenity/Park Plan
<input type="checkbox"/>	Landscape/Hardscape Plan
<input type="checkbox"/>	Submit Tree Disposition Plan or letter from Certified Arborist, Licensed Surveyor, or Landscape Architect certifying that there are no Protected Trees on the site.
<input type="checkbox"/>	If the Tree Disposition Plan is being revised from a previously submitted plan, note the revision number (i.e. Revision Number 1 or Revision Number 2, etc.).
<b>ATTACHMENT C – TREE SURVEY (if applicable)</b>	
<input type="checkbox"/>	<p>Tree Disposition Plan shall include:</p> <ol style="list-style-type: none"> <li>One 24" by 36" exhibit showing location of all Protected Trees (19 inches and larger AND on the list in Section 102-12) for field verification.</li> <li>One 24" by 36" exhibit showing all Protected Trees (19 inches and larger AND on the list in Section 102-12) with proposed lot lines, easements, streets and any other activities that may impact a protected tree and/or its roots.</li> </ol>
<input type="checkbox"/>	Overlay shall include all structures and footprints of driveways, parking, sidewalks, utilities, and easements or any other activities that may impact a Protected Tree and/or its roots.
<input type="checkbox"/>	Include a table indicating the species of trees, the size (in caliper inches) of each tree to be removed or planted and to remain.
	Each tree shall have a unique number (example—trees preserved P-1 through 99, trees to be removed R-1 through 99) to identify each individual tree.
<input type="checkbox"/>	The table should also show the following totals: total number of protected inches on site, total number of protected inches to removed (and also as a percentage), and total protected inches to remain.
<input type="checkbox"/>	Drawings shall have a north arrow, engineering scale, location map, and the stamp of the registered surveyor who performed the inventory.
<input type="checkbox"/>	The drawing shall illustrate the protective fencing planned for construction.
<input type="checkbox"/>	Dead, dying, or damaged trees should be labeled as such for a follow-up inspection prior to removal.
<input type="checkbox"/>	Maximum percentage to be removed must not exceed 40%; removal in excess of 40% will require mitigation.
<input type="checkbox"/>	Neither replacement trees nor additional trees shall be located in utility easements.
<input type="checkbox"/>	Plan shall state applicant's name, the name of development, which trees are being preserved and which trees are proposed for removal, and calculations indicating what percentage is being preserved and what percentage is being proposed for removal
<b>ATTACHMENT D – ELEVATIONS</b>	
<input type="checkbox"/>	Elevations, from each direction, of the existing or proposed building(s).
<input type="checkbox"/>	Label the maximum building height per elevation.

<input type="checkbox"/>	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
<input type="checkbox"/>	Label each building material.
<b>ATTACHMENT E – MASTER PLAN</b>	
<input type="checkbox"/>	Drawn to a scale of one-inch equals one hundred feet or larger.
<input type="checkbox"/>	Stormwater drainage overlay of plan view with existing topographic contours, areas to be filled, and drainage areas outlined if not previously submitted with a master plan.
<input type="checkbox"/>	Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The outline of the tract that is proposed to be subdivided, with boundary dimensions.
<input type="checkbox"/>	Water and Wastewater Overlays
<input type="checkbox"/>	Tree disposition plan
<input type="checkbox"/>	Site Data Summary Table, including: <ul style="list-style-type: none"> <li>• Proposed Use(s)</li> <li>• Existing Zoning District</li> <li>• Gross Site Area (ac. &amp; sq. ft.)</li> <li>• Lot Coverage</li> </ul>
<input type="checkbox"/>	A chart detailing the proposed uses of all restricted reserves with the acreage of each.
<input type="checkbox"/>	The location of any existing or proposed streets shown on the plan.
<input type="checkbox"/>	Identification of pertinent school district and boundary lines.
<input type="checkbox"/>	Identification of the floodplain and boundary lines.
<input type="checkbox"/>	Traffic layout showing internal connecting drives and curb cuts.

Fees	
PUD Concept Plan/PUD Concept Plan Revision: \$1,000	<input type="checkbox"/>
Zoning & Concept Plan: \$3,000	<input type="checkbox"/>
Zoning & Master Plan: \$3,000 AND \$1,000	<input type="checkbox"/>
Master Plan/Master Plan Revision: \$1,000	<input type="checkbox"/>
Public Hearing Notice: \$65	<input type="checkbox"/>
Written Notice Mailings: \$1 per mailed written notice	<input type="checkbox"/>

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Professional License Certification: \_\_\_\_\_ Date: \_\_\_\_\_  
(Engineer Stamp)



# ZONING BOARD OF ADJUSTMENTS

## CHECKLIST

**Project Address:** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Zoning Board of Adjustments submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** Return this form at the time of application submittal.

Select the type of project that applies to your submittal:

☐ **Variance to Zoning Ordinance**

Request to depart from a Zoning Ordinance requirement as permitted when the regulation, if adhered to, would cause practical difficulties, unnecessary hardship and inconsistency with the general purpose of the Ordinance.

*Approval authority – Zoning Board of Adjustments (ZBA)*

☐ **Variance to Sign Ordinance**

Request to depart from a Sign Ordinance requirement as permitted when the regulation, if adhered to, would cause practical difficulties, unnecessary hardship and inconsistency with the general purpose of the Ordinance.

*Approval authority – Zoning Board of Adjustments (ZBA)*

☐ **Appeal to Administrative Official's Decision**

Request to reverse an order, requirement, decision, or determination of an administrative official.

*Approval authority – Zoning Board of Adjustments (ZBA)*

ATTACHMENT A – ZONING BOARD OF ADJUSTMENTS	
Included	Item Description
<input type="checkbox"/>	Universal Development Application – complete with all required signatures
<input type="checkbox"/>	A Title Report
<input type="checkbox"/>	<p>Applicant's Statement – Supporting details describing the reason(s) for the variance or appeal to administrative official's decision is being requested, including section(s) of the Zoning Ordinance to be varied or appealed from. The statement shall also include the existing and proposed uses of the property. Finally, the statement shall also address the following adjustments for variance requests ONLY. (NOTE: ZBA may grant a variance only if it finds ALL of the following adjustments are met.)</p> <ol style="list-style-type: none"> <li>1. Such variance will not be contrary to the public interest.</li> <li>2. Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property for which the variance is sought is located.</li> <li>3. Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.</li> <li>4. Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.</li> <li>5. Such variance will be in harmony with the spirit and purposes of this chapter.</li> <li>6. The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial, and are not due to, or the result of, general conditions in the district in which the property is located.</li> </ol>

	<p>7. The variance will not substantially weaken the general purposes of the Zoning Ordinance, or the regulations established for the property's zoning district.</p> <p>8. The variance will not adversely affect the health, safety and welfare of the public.</p>
<b>ATTACHMENT A – ZONING BOARD OF ADJUSTMENTS (continued)</b>	
<input type="checkbox"/>	Setback variance request – Submit survey of property labeling proposed and existing encroachments along with photographs of site
<input type="checkbox"/>	Sign variance request – Submit illustrations of signs with labeled dimensions describing color and location

<b>Fees</b>	
Application Fee: \$300	<input type="checkbox"/>
Public Hearing Notice: \$65	<input type="checkbox"/>
Written Notice Mailings: \$1 per mailed written notice	<input type="checkbox"/>

**By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

*Professional License Certification:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
(Surveyor Stamp)

# SPECIAL USE PERMIT (SUP)

## CHECKLIST

Project Name: \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Special Use Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this form at the time of application submittal.

All initial applications (Special Use Permit) shall be accompanied by the following materials:

- ☐ A fully completed Universal Development Application.
- ☐ An SUP Application with all required documentation checked off.
- ☐ A title report.
- ☐ Payment of all applicable fees (see Schedule of Fees).
- ☐ An electronic copy of the required exhibits in "PDF" format
- ☐ Letter of Authorization by each property owner
- ☐ Letter of Authorization signed by each lienholder OR letter of no objection from each lienholder.

Resubmittals of applications shall be accompanied by the following materials:

- ☐ An electronic copy of the required exhibits in "PDF" format
- ☐ A written response to staffs' comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials may be required:

An electronic copy of the required exhibits in "PDF" format.

Select the type of plan that applies to your submittal:

- ☐ **Other Requested Special Use:** \_\_\_\_\_
- ☐ **Zoning District:** \_\_\_\_\_  
Request to allow certain use of land, building or structure where adequate measures can be taken to assure compatibility in a zoning district as permitted by the Zoning Ordinance. Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and City Council.
- ☐ **Oil/Gas**  
Request for activities related to the extraction of oil, gas, and other resources. Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and City Council
- ☐ **Communication Towers**  
Request for erection or modification in height of communication tower or structure. *Approval authority- Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and City Council.*
- ☐ **Excavations for Quarries, Mines, Etc.**

Request for construction of quarry, mine, sand or gravel pit; or, excavation for the purpose of removing, screening, crushing, washing or storing of dirt, sand, ore, clay, stone, gravel or similar materials. *Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and City Council.*

☐ **Pipelines**

Request to lay, re-lay, repair, reroute, construct, install or build a line or pipe to transport materials. *Approval authority – Planning and Zoning Commission (P&Z); Historic District Commission (HDC) if in Historic District; and City Council.*

<b>ATTACHMENT A – LEGAL DESCRIPTION</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	8½ x 11 copy of the legal description (metes and bounds) of the area encompassing the zoning request signed and sealed by a surveyor with labeling at top of the document indicating “Legal Description”. If the property is platted, a copy of the plat should be included.
<b>ATTACHMENT B – SUP ZONING INFORMATION</b>	
<input type="checkbox"/>	The name or names, address, and phone number of the owner, developer, engineer, and/or surveyor.
<input type="checkbox"/>	Documentation of the required pre-application meeting in the form of a copy of the meeting notice, list of notified property owners, and a sign-in sheet from the meeting.
<input type="checkbox"/>	Location/vicinity map showing the location of the proposed SUP. Indicate scale and provide north arrow.
<input type="checkbox"/>	Abstract lines, survey lines, and corporate boundaries are correctly shown and clearly labeled.
<input type="checkbox"/>	Adjacent property within 200 feet - subdivision name or owner’s name and recording information, land use, and zoning.
<input type="checkbox"/>	Statement from the applicant showing what requirements they will be exceeding with the SUP.
<b>ATTACHMENT C – SUP SITE PLAN/LANDSCAPE PLAN</b>	
<input type="checkbox"/>	A title block, in the bottom right hand corner of the sheet, with: <ul style="list-style-type: none"> <li>• “SUP Site Plan”</li> <li>• Project name</li> <li>• Acreage</li> <li>• Subdivision name, lot, block or survey name and abstract;</li> <li>• City of League City</li> <li>• Submission date</li> </ul>
<input type="checkbox"/>	All improvements on the site labeled with dimensions (parking, landscape islands, etc.)
<input type="checkbox"/>	North arrow, scale ratio, and scale bar.
<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
<input type="checkbox"/>	Concrete sidewalks; label as existing or proposed and dimension the width(s).
<input type="checkbox"/>	On-site and off-site circulation (including truck loading and pickup areas). Public streets, private drives and fire lanes with pavement widths, right-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with dimensions, radii, surface type, and distances between driveways.
<input type="checkbox"/>	Location of off-site improvements including adjacent drives, existing and proposed median cuts, parking, buildings or other structures within 200 feet of subject property.

<input type="checkbox"/>	Parking areas and structures, including the number of parking spaces provided and required, and layout of standard spaces, handicap spaces, the location of ramps, crosswalks and loading areas with typical dimensions and surface type.
<b>ATTACHMENT C – SUP SITE PLAN/LANDSCAPE PLAN (continued)</b>	
<input type="checkbox"/>	Site Data Summary Table, including: <ul style="list-style-type: none"> <li>• Proposed Use(s)</li> <li>• Existing Zoning District</li> <li>• Gross Site Area (ac. &amp; sq. ft.)</li> <li>• Required Landscape Area (ac. &amp; %)</li> <li>• Provided Landscape Area (ac. &amp; %)</li> <li>• Type of plantings used</li> <li>• Lot Coverage</li> <li>• Parking Ratio per Use</li> <li>• Parking Required</li> <li>• Parking Provided</li> <li>• Maximum Height (in ft. and stories)</li> <li>• Setbacks (front, side interior, side street, and rear)</li> </ul>
<input type="checkbox"/>	Dumpster and trash compactor locations and screening.
<input type="checkbox"/>	Existing/proposed overhead utility lines.
<input type="checkbox"/>	Proposed location of pad-mounted transformer
<input type="checkbox"/>	Landscape Buffers
<b>ATTACHMENT D – BUILDING ELEVATIONS</b>	
<input type="checkbox"/>	Elevations, from each direction, of the existing and/or proposed building(s).
<input type="checkbox"/>	Label the maximum building height per elevation.
<input type="checkbox"/>	Include the cardinal direction (north, south, east, or west) in the label for each elevation.
<input type="checkbox"/>	Label each building material.
<input type="checkbox"/>	A building material table, per elevation, that includes the square foot and percent of each building material. Please do not include glazing, doors, roofs, or awnings.

Fees	
Other: \$1,000	<input type="checkbox"/>
Communication Towers: \$1,000	<input type="checkbox"/>
Excavations: \$1,000 plus \$10 per acre	<input type="checkbox"/>
Pipelines/Production \$2,000	<input type="checkbox"/>
Public Hearing Notice Fee: \$65.00	<input type="checkbox"/>
Written Notice Mailing Fee: \$1.00 per mailed notice	<input type="checkbox"/>

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Professional License Certification: \_\_\_\_\_

Date: \_\_\_\_\_

**COMMERCIAL BUILDING PERMIT  
CHECKLIST**

Project Name: \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Commercial Building Permit or Revised Commercial Building Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Building Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

All initial Site Plan or Revised Site Plan applications shall be accompanied by the following materials:

- ☐ A fully completed Commercial Building Permit Application.
- ☐ A title report.
- ☐ Payment of all applicable fees (see Schedule of Fees).
- ☐ An electronic copy of the required exhibits in “PDF” format consolidated into one document in the same order as the hard copy.
- ☐ Design must comply with City of League City Building Codes. ICC and NEC Codes as adopted.

Resubmittals of Site Plan applications shall be accompanied by the following materials:

- ☐ An electronic copy of the required exhibits in “PDF” format consolidated into one document in the same order as the hard copy.
- ☐ A written response to staff’s comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and ready for final approval, the following materials will be required:

- ☐ An electronic copy of the required exhibits in “PDF” format

ATTACHMENT A – LEGAL DESCRIPTION	
Included	Cover Page
<input type="checkbox"/>	Project title
<input type="checkbox"/>	Project address
<input type="checkbox"/>	Sheet index listing all sheets within the commercial building permit
<input type="checkbox"/>	Signature block
<input type="checkbox"/>	Design firm’s logo and name, phone number, fax number, email address, physical address and mailing address and an Engineers Seal pending review status.
<input type="checkbox"/>	Clearly state the proposed use on the title page.
ATTACHMENT B – CIVIL PLANS	
Included	Item Description
<input type="checkbox"/>	See Civil Submittal Package checklist for full details on all items needed on each page listed below (pg. 53)
<input type="checkbox"/>	General Construction Notes
<input type="checkbox"/>	Survey and Plat
<input type="checkbox"/>	Overall Site Plan
ATTACHMENT B – CIVIL PLANS (continued)	
<input type="checkbox"/>	Drainage Plan
<input type="checkbox"/>	Utility Plan
<input type="checkbox"/>	Photometric Plan
<input type="checkbox"/>	SWPPP
<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	Building Elevations

<input type="checkbox"/>	Fire Management Plan
<b>ATTACHMENT C – ARCHITECTURAL PLANS</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	Building Floorplans
<input type="checkbox"/>	Cross Sectional Drawings and Details
<input type="checkbox"/>	Interior Elevations
<input type="checkbox"/>	Roof Plans
<input type="checkbox"/>	Wall Details
<input type="checkbox"/>	Reflected Ceiling Plan
<input type="checkbox"/>	Fire Rated Construction Details
<input type="checkbox"/>	Smoke Detector Locations and Carbon Monoxide Detectors
<b>ATTACHMENT D – MECHANICAL PLANS</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	Layout for HVAC and Ducts
<input type="checkbox"/>	Equipment Schedule
<input type="checkbox"/>	Structural Support and Attachment Details
<input type="checkbox"/>	Roof Plan
<input type="checkbox"/>	Roof Access Detail
<input type="checkbox"/>	Fire/Smoke Damper Locations
<input type="checkbox"/>	Mechanical Room Details
<input type="checkbox"/>	Fuel Gas Piping Plan
<input type="checkbox"/>	Refrigeration Equipment and Piping Plan
<input type="checkbox"/>	Fume/Vapor Hood Plan
<input type="checkbox"/>	Kitchen Equipment Plan
<input type="checkbox"/>	Kitchen Equipment and Hood Elevations
<input type="checkbox"/>	Shaft and Wall Construction
<input type="checkbox"/>	Cross Sections through Hoods, Ducts, and Shafts
<input type="checkbox"/>	Hood/Grease Extractor Listing Documentation
<b>ATTACHMENT E – STRUCTURAL PLANS</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	Foundation Plan
<input type="checkbox"/>	Floor/Roof Framing Plan
<input type="checkbox"/>	Wall Plan
<input type="checkbox"/>	Structural Details and Cross Sections
<b>ATTACHMENT F – PLUMBING PLANS</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	Piping and Material Schedule
<input type="checkbox"/>	Riser Diagram
<input type="checkbox"/>	Fixture Schedule
<input type="checkbox"/>	Equipment Layout Plan
<b>ATTACHMENT F – PLUMBING PLANS (continued)</b>	
<input type="checkbox"/>	Roof Plan
<input type="checkbox"/>	Condensation Details
<b>ATTACHMENT G – ELECTRICAL PLANS</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	Electrical Load Calculations



<input type="checkbox"/>	One Line Diagram
<input type="checkbox"/>	Panel Schedules
<input type="checkbox"/>	Electrical Layout
<b>ATTACHMENT H – OTHER DOCUMENTS (if applicable)</b>	
<b>Included</b>	<b>Item Description</b>
<input type="checkbox"/>	Traffic Impact Analysis (TIA)
<input type="checkbox"/>	Availability of Service Request
<input type="checkbox"/>	Small Construction Site Notice OR Notice of Intent
<input type="checkbox"/>	SWQMP
<input type="checkbox"/>	TxDOT permits for drainage, driveways, and utility work.
<input type="checkbox"/>	Army Corp of Engineers permit
<input type="checkbox"/>	Historic District approval
<input type="checkbox"/>	Parks Board approval
<input type="checkbox"/>	Stamp Comcheck Report
<input type="checkbox"/>	Copy of TDLR
<input type="checkbox"/>	Asbestos Report for any Remodel

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Professional License Certification: \_\_\_\_\_ Date: \_\_\_\_\_  
(Engineer Stamp)

# MASTER PLAN CHECKLIST (PLATTING)

**Project Name:** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Master Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this form at the time of application submittal.

All initial Master Plan applications shall be accompanied by the following materials:

- ☐ A fully completed Universal Development Application.
- ☐ A title report.
- ☐ Payment of all applicable fees (see Schedule of Fees).
- ☐ An electronic copy of the required exhibits in “PDF” format
- ☐ Letter of Authorization by each property owner

Resubmittals of applications shall be accompanied by the following materials:

- ☐ An electronic copy of the required exhibits in “PDF” format
- ☐ A written response to staffs’ comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials may be required:

An electronic copy of the required exhibits in “PDF” format.

Select the type of plan that applies to your submittal.

- ☐ **Master Plan/ Revision to Master Plan**  
A development plan submitted for all business and commercial projects that is to be developed in phases or sections. Approval authority – *Planning and Zoning Commission (P&Z); and Historic District Commission (HDC) if in Historic District.*

ATTACHMENT A – MASTER PLAN	
Included	Item Description
<input type="checkbox"/>	A title block with <ul style="list-style-type: none"> <li>• “Master Plan”</li> <li>• Proposed subdivision name, lot, block</li> <li>• Acreage</li> <li>• Number of lots (if residential project, residential and reserves)</li> <li>• Survey name and abstract</li> <li>• City of League City, Galveston OR Harris County</li> <li>• Submission date</li> </ul>
<input type="checkbox"/>	North arrow, scale ratio, and scale bar, drawn to a scale of one-inch equals one hundred feet or larger.

<b>ATTACHMENT A – MASTER PLAN (continued)</b>	
<input type="checkbox"/>	Drawn to a scale of one-inch equals one hundred feet or larger.
<input type="checkbox"/>	Stormwater drainage overlay of plan view with existing topographic contours, areas to be filled, and drainage areas outlined if not previously submitted with a master plan.
<input type="checkbox"/>	Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.
<input type="checkbox"/>	The outline of the tract that is proposed to be subdivided, with boundary dimensions.
<input type="checkbox"/>	Water and Wastewater Overlays
<input type="checkbox"/>	Tree disposition plan
<input type="checkbox"/>	Site Data Summary Table, including: <ul style="list-style-type: none"> <li>• Proposed Use(s)</li> <li>• Existing Zoning District</li> <li>• Gross Site Area (ac. &amp; sq. ft.)</li> <li>• Lot Coverage</li> </ul>
<input type="checkbox"/>	A chart detailing the proposed uses of all restricted reserves with the acreage of each.
<input type="checkbox"/>	The location and width of any existing or proposed streets shown on the plan.
<input type="checkbox"/>	Identification of pertinent school district and boundary lines.
<input type="checkbox"/>	Identification of the floodplain and boundary lines.
<input type="checkbox"/>	Traffic layout showing internal connecting drives and curb cuts.

**By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

*Professional License Certification:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*(Surveyor/Engineer Stamp)*

# PRELIMINARY PLAT, FINAL PLAT, REPLAT

Project Name: \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for Preliminary Plat/Final Plat/Replat submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

Final Plats and Replats are reviewed and approved according to the standards set forth in the Subdivision and Development Ordinance Chapter 102.

All initial Preliminary Plat applications shall be accompanied by the following materials:

- ☐ A fully completed Universal Development Application.
- ☐ A title report.
- ☐ Payment of all applicable fees (see Schedule of Fees).
- ☐ An electronic copy of the required exhibits in “PDF” format
- ☐ Letter of Authorization by each property owner
- ☐ Letter of Authorization signed by each lienholder OR letter of no objection from each lienholder.

Resubmittals of applications shall be accompanied by the following materials:

- ☐ An electronic copy of the required exhibits in “PDF” format
- ☐ A written response to staffs’ comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials may be required:

- An electronic copy of the required exhibits in “PDF” format.
- A mylar and two copies signed by all parties.

Select the type of plat that applies to your submittal:

- ☐ **Preliminary/ Final Plat**  
A combination of preliminary and final plats where municipal facilities have to be extended on land that is not being developed in phases (usually involves fewer than 10 lots). *Approval authority – Planning and Zoning Commission (P&Z); and Historic District Commission (HDC) if in Historic District.*
- ☐ **Final Plat**  
Subsequent to the approval of a preliminary plat, a plat illustrating the proposed subdivision or development of land having been certified to by a registered professional land surveyor. *Approval authority – Planning and Zoning Commission (P&Z); and Historic District Commission (HDC) if in Historic District.*
- ☐ **Replat**  
A plat in which an existing subdivision of lots or portion thereof is being further subdivided to create more lots. *Approval authority – Planning and Zoning Commission (P&Z), and Historic District Commission (HDC) if in Historic District.*
- ☐ **Preliminary Plat**  
An initial plan or map illustrating the proposed subdivision or development of land which will be submitted for approval before preparation of the final plat. – *Planning and Zoning Commission (P&Z), and Historic District Commission (HDC) if in Historic District.*

ATTACHMENT A – FINAL PLAT & PRELIMINARY/FINAL PLAT	
Included	Item Description
<input type="checkbox"/>	A title block with <ul style="list-style-type: none"> <li>• “Final Plat or Replat”</li> <li>• Proposed subdivision name, lot, block</li> <li>• Acreage</li> <li>• Number of lots (if residential project, residential and reserves)</li> <li>• Survey name and abstract or previously recorded plat</li> <li>• City of League City, Galveston OR Harris County</li> <li>• Submission date</li> </ul>
<input type="checkbox"/>	North arrow, scale ratio, and scale bar, drawn to a scale of one-inch equals one hundred feet or larger.
<input type="checkbox"/>	Drawn to a scale of one-inch equals one hundred feet or larger
<input type="checkbox"/>	Stormwater drainage overlay of plan view with existing topographic contours, areas to be filled, and drainage areas outlined if not previously submitted with master plan
<input type="checkbox"/>	Location/ vicinity map indicating scale or not to scale (NTS) and provide north arrow
<input type="checkbox"/>	A statement by an engineer of the impact of developed surface water runoff onto adjacent properties based upon design criteria as outlined in the engineering and construction ordinance
<input type="checkbox"/>	The systematic assignment of numbers to lots and blocks.
<input type="checkbox"/>	The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
<input type="checkbox"/>	The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: <ul style="list-style-type: none"> <li>• Curve number</li> <li>• Delta</li> <li>• Radius</li> <li>• Tangent length</li> <li>• Tangent offset</li> <li>• Arc length</li> <li>• Chord</li> <li>• Chord direction</li> </ul>
<input type="checkbox"/>	A metes and bounds description. (Final Plat)
<input type="checkbox"/>	All survey monuments.
<input type="checkbox"/>	Standard Plat Language and Plat Notes.
<input type="checkbox"/>	Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.
<input type="checkbox"/>	Galveston County recordation information for any easements or delineations recorded by separate instrument.
<input type="checkbox"/>	Survey of property showing all existing improvements.
<input type="checkbox"/>	The outline of the tract that is proposed to be subdivided, with boundary dimensions.
<input type="checkbox"/>	Water and Wastewater Overlays
<input type="checkbox"/>	The names of subdivisions; lot patterns; location, widths, and names of existing or planned streets and intersections, and any blocks, lots, alleys, easements, building lines, water courses, floodplain, or other natural features, with principal dimensions; and any other significant information on all sides for a distance of not less than two hundred feet.

<input type="checkbox"/>	Tree disposition plan
<input type="checkbox"/>	A chart detailing the lot #, address, area, and finished floor elevation of all lots within the subdivision. (Final Plat)
<b>ATTACHMENT A – FINAL PLAT &amp; PRELIMINARY/FINAL PLAT (continued)</b>	
<input type="checkbox"/>	A chart detailing the proposed uses of all restricted reserves with the acreage of each.
<input type="checkbox"/>	The location and width of any existing or proposed streets shown on the plat.
<input type="checkbox"/>	For subdivisions consisting of three or more lots: a copy of receipt confirmation of the notification sent to the school district of the enrollment projected to be generated from the proposed development and the student yield per dwelling unit.
<input type="checkbox"/>	Vertical Control Monuments are to have 1,000-foot maximum spacing. All elevations should be based on the current National Geodetic Survey.
<input type="checkbox"/>	Traffic Impact Analysis (TIA)
<input type="checkbox"/>	Overlay showing location of street lights.
<input type="checkbox"/>	Statement from a surveyor stating there are no pipelines within the boundaries of the subdivision. If pipelines do exist, a statement from the pipeline company that all existing or proposed pipelines crossing the property have been satisfactorily provided for the requirements of the pipeline operator, and that the pipeline operator agrees to all pipeline crossings.
<input type="checkbox"/>	Utility Company Statements that easements are acceptable to provide service and no other easements are necessary or required (Final Plat)
<input type="checkbox"/>	Recordation information identified as either Deed Records (DRCCT), Plat Records (PRCCT), or Official Property Records (OPRCCT)
<input type="checkbox"/>	A chart detailing the square-footage of all lots within the subdivision.
<input type="checkbox"/>	Identification of pertinent school district and boundary lines.
<input type="checkbox"/>	HOA/BOA formation documents if an common area or property will be within the boundaries of the plat.
<input type="checkbox"/>	Deed Restrictions, Covenants and Restrictions
<input type="checkbox"/>	Private Streets Agreement (if applicable)
<input type="checkbox"/>	Park Fees (if applicable)
<b>ATTACHMENT B – REPLAT</b>	
<input type="checkbox"/>	All requirements for the Final Plat, above.
<input type="checkbox"/>	A copy of the preceding plat. All land from the preceding plat must be included in a replat.
<input type="checkbox"/>	A purpose statement, on the plat, that summarizes the proposed revisions.
<input type="checkbox"/>	Proposed revisions shall be shown on the replat with the previous plat configuration ghosted in.

<b>Fees</b>	
Application Fee: \$500 plus \$8 per lot (Final Plat)	<input type="checkbox"/>
Application Fee: \$500 plus \$4 per lot (Replat)	<input type="checkbox"/>
Application Fee: \$500 plus \$10 per lot (Preliminary Plat)	<input type="checkbox"/>
Application Fee: \$1,000 + \$18 per lot (Preliminary/ Final Plat)	<input type="checkbox"/>
Application Fee: \$325 Subdivision Variance (if needed)	<input type="checkbox"/>
Application Fee: \$100 Plat Extension (if needed)	<input type="checkbox"/>
Public Hearing Notice Fee: \$65.00 (Residential Replat)	<input type="checkbox"/>
Written Notice Mailing Fee: \$1.00 per mailed notice (residential replat)	<input type="checkbox"/>

**By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

*Applicant's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

*Professional License Certification:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
(Surveyor Stamp)

# MINOR PLAT & AMENDING PLAT CHECKLIST

**Project Name:** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Minor Plat or Amending Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

Please check the box that is applicable to the plat being filed:

- ☐ Amending plat described by V.T.C.A., Local Government Code § 212.016.
- ☐ Minor Plats involving four or fewer lots fronting an existing street and not requiring the creation of any new street or extension of municipal facilities (never been platted).

All initial Amending Plat or Minor Plat applications shall be accompanied by the following materials:

- ☐ A fully completed Universal Development Application.
- ☐ A title report.
- ☐ Payment of all applicable fees (see Schedule of Fees).
- ☐ An electronic copy of the required exhibits in “PDF” format
- ☐ Letter of Authorization by each property owner
- ☐ Letter of Authorization signed by each lienholder OR letter of no objection from each lienholder.

Resubmittals of applications shall be accompanied by the following materials:

- ☐ An electronic copy of the required exhibits in “PDF” format
- ☐ A written response to staffs’ comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

When staff has determined the application is complete and scheduled for Planning and Zoning Commission, the following materials may be required:

- An electronic copy of the required exhibits in “PDF” format.
- A mylar and two copies signed by all parties.

Select the type of plat that applies to your submittal:

- ☐ **Minor Plat**  
A plat involving four or fewer lots that have not been previously platted, fronting on an existing street and not requiring the extension of municipal facilities. *Approval authority – City Planner.*
- ☐ **Amending Plat**  
A plat involving the correction of errors in the previous plat or for the reconfiguration or deletion of existing lot lines. *Approval authority – City Planner.*

ATTACHMENT A – MINOR PLAT/ AMENDING PLAT	
Included	Item Description
<input type="checkbox"/>	A title block with: <ul style="list-style-type: none"> <li>• “Minor Plat OR Amending Plat”</li> </ul>



	<ul style="list-style-type: none"> <li>• Subdivision name, lot, block</li> <li>• Acreage</li> <li>• Number of lots (if residential project, residential and HOA lots)</li> <li>• Survey name and abstract</li> <li>• City of League City, Galveston County</li> </ul>
<b>ATTACHMENT A – MINOR PLAT/ AMENDING PLAT (continued)</b>	
<input type="checkbox"/>	North arrow, scale ratio, and scale bar, drawn to a scale of one-inch equals one hundred feet or larger.
<input type="checkbox"/>	The systematic assignment of numbers to lots and blocks.
<input type="checkbox"/>	The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
<input type="checkbox"/>	<p>The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information:</p> <ul style="list-style-type: none"> <li>• Curve number</li> <li>• Delta</li> <li>• Radius</li> <li>• Tangent length</li> <li>• Tangent offset</li> <li>• Arc length</li> <li>• Chord</li> <li>• Chord direction</li> </ul>
<input type="checkbox"/>	A metes and bounds description.
<input type="checkbox"/>	All survey monuments.
<input type="checkbox"/>	Standard Plat Language and Plat Notes.
<input type="checkbox"/>	Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.
<input type="checkbox"/>	Galveston County recordation information for any easements or delineations recorded by separate instrument.
<input type="checkbox"/>	Survey of property showing all existing improvements.
<input type="checkbox"/>	Location/vicinity map indicating scale
<input type="checkbox"/>	The outline of the tract that is proposed to be subdivided, with boundary dimensions.
<input type="checkbox"/>	The names of subdivisions; lot patterns; location, widths, and names of existing or planned streets and intersections, and any blocks, lots, alleys, easements, building lines, water courses, floodplain, or other natural features, with principal dimensions; and any other significant information on all sides for a distance of not less than two hundred feet.
<input type="checkbox"/>	Tree disposition plan
<input type="checkbox"/>	A chart detailing the lot #, address, area, and finished floor elevation of all lots within the subdivision.
<input type="checkbox"/>	A chart detailing the proposed uses of all restricted reserves with the acreage of each.
<input type="checkbox"/>	The location and width of any existing or proposed streets shown on the plat.
<input type="checkbox"/>	The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
<input type="checkbox"/>	Statement from a surveyor stating there are no pipelines within the boundaries of the subdivision. If pipelines do exist, a statement from the pipeline company that all existing or proposed pipelines crossing the property have been satisfactorily provided for the requirements of the pipeline operator, and that the pipeline operator agrees to all pipeline crossings.
<input type="checkbox"/>	Utility Company Statements that easements are acceptable to provide service and no other easements are necessary or required

<input type="checkbox"/>	If an Amending Plat, a statement on the plat should indicate the purpose of the plat.
<input type="checkbox"/>	HOA/BOA formation documents if any common area or property will be within the boundaries of the plat
<input type="checkbox"/>	Deed Restrictions, Covenants and Restrictions
<input type="checkbox"/>	Park Fees (if applicable)

Fees	
Application Fee: \$300 (minor plat)	<input type="checkbox"/>
Application Fee: \$500 plus \$4 per lot (amending plat)	<input type="checkbox"/>
Application Fee: \$325 Subdivision Variance (if needed)	<input type="checkbox"/>

**By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

*Applicant's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.**

*Professional License Certification:* \_\_\_\_\_  
(Surveyor Stamp)

*Date:* \_\_\_\_\_

# TREE DISPOSITION PERMIT APPLICATION

**Project Name:** \_\_\_\_\_

This checklist is provided to assist you in addressing the minimum requirements for a Tree Disposition Permit submission. An application is incomplete unless all applicable information noted below is submitted to the Planning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an “N/A” next to the box. Return this completed form at the time of application submittal.

Types and Description, Select all that apply:

☐ **Single-Family residence – New Construction**

A removal of a tree from an undeveloped property to construct a single-family residence

☐ **Unhealthy / Structurally Unstable Tree**

A removal of a tree from a developed property due to the deteriorating health of the tree and/or the tree is causing structural damage to a nearby building/structure  
*(Unhealthy/Unstable tree(s) do not require replacement.)*

☐ **Commercial Project – New Construction**

A removal of a tree from an undeveloped property to construct a commercial building

☐ **Commercial Project – Addition**

A removal of a tree from a developed commercial property due to an expansion of the existing commercial project

☐ **Other (Describe below):**

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ATTACHMENT A – TREE DISPOSITION PERMIT	
Included	Item Description
<input type="checkbox"/>	A copy of the deed and a title report
<input type="checkbox"/>	An electronic copy of the required exhibits in “PDF” format
<input type="checkbox"/>	Supporting details describing the reason the tree(s) is/are being removed.
<input type="checkbox"/>	For removal of unhealthy or damaged tree(s) – Submit survey of property showing general location of tree(s) to be removed. Tree mitigation may still be required for commercial and multi-family property.
<input type="checkbox"/>	For removal of tree(s) for reasons other than damage – Submit Tree Deposition Plan for mitigation

Fees	
Application Fee for Administrative Approval: \$50	<input type="checkbox"/>

### **Protected Tree List**

List the Protected Trees below. If there are more than 15 trees, provide a separate sheet attached to the application.

Tree No.	Protected Tree Size (In Caliper Inches)	Protected Tree Species	"R" Removed "P" Preserved
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Caliper Inches: \_\_\_\_\_

Total Caliper Inches Preserved: \_\_\_\_\_

Total Caliper Inches Removed: \_\_\_\_\_

**I hereby certify that this application, as well as the Tree Disposition Survey, and all related documents are a true representation of all facts concerning the proposed tree removal activity. This application is made with the approval of the Owner and/or a Representative, as evidenced by the signatures below.**

*Applicant's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Owner(s)' Signature(s):* \_\_\_\_\_

*Date:* \_\_\_\_\_

*City Arborist Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## **OTHER FORMS, MATERIALS & TEMPLATES**

## SCHEDULE OF FEES

### EXHIBIT "A"

#### DEVELOPMENT FEE SCHEDULE

Item	Proposed Fee
City Council	
Appeals	\$300*
Variances	\$500
Plats	
Master Plan	\$1,000
Preliminary Plat	\$500 plus \$10 per lot
Final Plat	\$500 plus \$8 per lot
Amended Plat	\$500 plus \$4 per lot
Minor Plat	\$300
Replat	\$500 plus \$4 per lot
Plat Extension	\$100
Master Development Plan & Site Plans	
Less than 1 acre	\$500
1-2.5 acres	\$1,000
2.5 – 5 acres	\$1,500
5 – 10 acres	\$2,000
10 acres and above	\$2,500 plus 100 per acre over 15 acres
Revisions not requiring DRC review and approval	\$250
Planned Unit Development	
Zoning & Concept Plan	\$3,000
Master Plan	\$1,000
Concept/Master Plan Revision	\$1,000
Vested PUD	-
Planning & Zoning Variance	\$325
Zoning Board of Adjustments (ZBA)	
Variances	\$300
Appeal	\$300*
Zoning Amendment	\$1,250
	Add \$500 if submitted with an SUP
Zoning Verification Letter	\$75

## SCHEDULE OF FEES (CONT.)

Special Use Permits	
Communication Towers	\$1,000
Excavations	\$1,000 plus \$10 per acre
Oil & Gas	\$2,000
All Others	\$1,000
	Add \$500 if submitted with a rezoning request
Temporary Use Permit	
Planning & Zoning	\$300
Administrative	\$50
Historic Commission	
Certificate of Appropriateness	\$25
Tree Disposition Permit	\$50
Multiple Review Fee (after three DRC reviews)	\$200 (for each review after the second review)
Public Hearing Notice	\$65
Written Notice Mailings	\$1 per mailed written notice
The City reserves the right to engage an outside consultant to assist with the review of any submitted development plans and documents, which all incurred costs shall be borne by the applicant.	

\* fee to be refunded if appeal is acted upon favorably

## STANDARD PLAT LANGUAGE

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THE FOLLOWING LANGUAGE SHALL BE PLACED ON ALL PLATS.

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### Certifications

#### Planning Certification (Amending and Minor Plats)

This is to certify that the City Planner for the City of League City, Galveston County, Texas, has approved this plat \_\_\_\_\_, in conformity with the laws of the State of Texas and the Ordinances of the City of League City and has authorized the recording of said Plat this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Kris Carpenter  
Planning Manager  
City of League City

#### Planning and Zoning Commission Certification (Final, Preliminary/Final, and Replats)

This is to certify that the Planning and Zoning Commission of the City of League City, Galveston County, Texas, has approved this plat \_\_\_\_\_, in conformity with the laws of the State of Texas and the Ordinances of the City of League City and has authorized the recording of said Plat this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Kris Carpenter  
Planning Manager  
City of League City

\_\_\_\_\_  
Doug Turner - Chairman  
Planning and Zoning Commission  
City of League City



**Notary**

THE STATE OF TEXAS     \*  
                                      \*  
COUNTY OF GALVESTON \*

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the above and foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein and herein set out.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Notary Public in and for the  
State of Texas  
My Commission Expires: \_\_\_\_\_

**Surveyor Certification**

This is to certify that I, \_\_\_\_\_, a Registered Professional Land Surveyor for the State of Texas, Registration # \_\_\_\_\_, have platted the above and foregoing subdivision from an actual survey made on the ground and under my direction; that this plat accurately represents the facts as found by that survey made by me, and; that all corners have been, or will be, properly monumented.

\_\_\_\_\_  
\_\_\_\_\_(Surveyor Name)\_\_\_\_\_  
Registered Professional  
Land Surveyor \_\_\_\_ (#)\_\_\_\_\_

**Dedicatory Certification (language in this certification varies by Plat type.).**

THE STATE OF TEXAS     \*  
                                      \*     KNOW ALL MEN BY THESE PRESENTS  
COUNTY OF GALVESTON     \*

THAT \_\_\_\_\_(owner's name) owner of the property subdivided in the above and foregoing plat of \_\_\_\_\_(subdivision name), a Subdivision in the City of League City, Galveston County, Texas, do hereby make and establish said Subdivision according to the lines, lots, building lines, streets, reserves, notations and easements thereon shown and designate said Subdivision as \_\_\_\_\_(subdivision name), do hereby dedicate to the City of League City the use of all streets, drives, lanes, water mains, wastewater mains, storm sewer distribution systems, courts, easements, and rights-of-way; do hereby reserve, save, except and hold privately all parks, all water courses, all drainage facilities (including detention ponds), and all common areas as shown here on forever; do hereby waive any claims for damages occasioned by the grades approved for the streets, or occasioned by the alteration of the surface of

any portion of the streets to conform to such grades, and; do hereby bind ourselves, our successors, and assigns to warrant and forever defend the title to the land so dedicated.

FURTHER, \_\_\_\_\_ (owner's name), owner of the property Subdivided in the above and foregoing plat of \_\_\_\_\_ (subdivision name), do hereby acknowledge that the dedications and/or exactions made herein are proportional to the impact of the subdivision upon the public services required in order that the development will comport with the present and future growth needs of the City of League City.

FURTHER, \_\_\_\_\_ (owner's name), owner of the property Subdivided in the above and foregoing plat of \_\_\_\_\_ (subdivision name), do hereby bind ourselves, our heirs, successors and assigns to warrant and forever defend the title to the land so dedicated and to waive any claim, damage or cause of action that we may have as a result of the dedications or exactions made herein.

FURTHER, \_\_\_\_\_ (owner's name), owner of the property Subdivided in the above and foregoing plat of \_\_\_\_\_ (subdivision name), have complied with, or will comply with, the existing regulations heretofore on file and adopted by the City of League City, Galveston County, Texas.

FURTHER, \_\_\_\_\_ (owner's name), owner of the property Subdivided in the above and foregoing plat of \_\_\_\_\_ (subdivision name), does hereby grant drainage rights to the City of League City through all the detention Ponds of \_\_\_\_\_ Subdivision for the purpose for the conveyance of storm water runoff.

WITNESS my hand in the County of \_\_\_\_\_, Texas, this \_\_\_\_ day of \_\_\_\_\_, 2018.

TITLE OF OWNER OF PROPERTY

a Texas limited liability partnership

BY: \_\_\_\_\_

Signature

Print Name and Title

## STANDARD PLAT LANGUAGE (CONTINUED)

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The following notes should be placed on every plat:

- This property lies in Zone "\_\_\_", defined by FEMA as areas determined to be \_\_\_\_\_-year flood plain, as scaled from Flood Insurance Rate Map Community-Panel Number \_\_\_\_\_, map revised \_\_\_\_\_.
- The herein subdivided tract or parcel of land lies entirely within the incorporated limits of the City of League City, Texas.
- The herein subdivided tract or parcel of land lies within the \_\_\_\_\_ Independent School District.
- In the absence of a drainage study approved by the City of League City, Texas, no Lots within the limits of this subdivision shall have more than 55% of its entire area covered by impervious materials.
- All building lines shall be as per City of League City Unified Development Code.
- In accordance with the City of League City Subdivision and Development Ordinance, all future utilities shall be located underground, except as may be approved by the City of League City.
- All sidewalks shall be installed such that a minimum of one-foot (1') clearance is maintained from any utility structure accessible from ground level such as manhole lids, water valves, cleanouts, power poles, meters, etc.
- No pre or post developed Storm Water Flows shall be diverted onto adjacent properties and any historical flow shall be accommodated.
- All Landscaping and Structures, including fences, at intersections shall conform to the City of League City and ASSHTO Site Distance Requirements for Motorists.
- Driveway requirements for the locations, widths, and offset from an intersection and any existing driveways or proposed driveways, shall conform to the most current General Design and Construction Standards of the City of League City.
- There are no existing nor proposed pipelines located within the bounds of this plat.
- (if applicable) There is hereby dedicated an unobstructed aerial easement 5 feet wide upward from a plane 20 feet above the ground adjacent to all utility easements, except as otherwise shown hereon. Easements may be fenced by the builder, applicant or subsequent property owner. Flatwork, landscaping and fencing are only permitted in public utility easements. The City or franchise utility companies shall have the right to remove said flatwork, landscaping or fencing for the purposes of installation, operation, and maintenance into the easements, and shall not bear the responsibility for replacement.

## EXAMPLE OF DEVELOPMENT REGULATIONS (PUDS)

Each Planned Unit Development or Planned Unit Development Amendment application will include Development Regulations. The Development Regulations should include any deviation from the League City Development Codes and the base zoning district (existing or proposed) for the property. The chart below is provided as the basis for an application, and it is encouraged to add any unlisted deviations from the League City Development Code.

Proposed Development Regulations		
	Existing	Proposed
Base Zoning		
Uses		
Setbacks (Minimum)		
Front Yard		
Side Yard		
Side Yard (Corner Lots)		
Rear Yard		
Lot Width (Minimum)		
Lot Depth (Minimum)		
Lot Area (Minimum)		
Height (Maximum)		
Building Materials		
Screening		
Open Space		
Other Deviations		

## EXAMPLE OF LAND USE TABLE (PUDS)

Each Planned Unit Development or Planned Unit Development Amendment application will include Land Use Table. The Land Use Table should include the acreage, zoning district regulations, and density for each land use proposed within the PUD. An example is provided below.

Land Use	Zoning District	Acreage	% Gross Acreage
Grand Parkway	RSF-7	70.0	
Landing Boulevard	RSF-7	18.8	
Ervin Street	RSF-7	22.4	
Major Arterial Streets	RSF-7	16.4	
Collector Streets	RSF-7	11.0	
Pipeline Easements	RSF-7	30.5	
Drill Sites	RSF-7	6.8	
Lakes/Detention Areas	RSF-7	131.5	
American Canal	RSF-7	9.4	
<b>Subtotal</b>		<b>316.8</b>	<b>26.2%</b>
Recreation Centers	RSF-5	8.5	
Parks	RSF-5	31.0	
School	PS	15.8	
Public Emergency Services	PS	4.5	
Landscape Areas	RSF-5	43.3	
<b>Subtotal</b>		<b>103.1</b>	<b>8.5%</b>
Commercial	CG	70.1	
Urban Village Commercial	CM	52.6	
<b>Subtotal</b>		<b>122.7</b>	<b>10.1%</b>
Urban Village Apartments	RMF-1.2	22.6	
Townhomes	RMF-2	58.8	
<b>Subtotal</b>		<b>81.4</b>	<b>6.7%</b>
Patio Homes	RSF-5	28.6	
50' X 120'	RSF-5	327.2	
55' X 120'	RSF-5	55.1	
60' X 120'	RSF-7	132.0	
65' X120'	RSF-7	42.5	
120'X130'	RSF-7	0.0	
<b>Subtotal</b>		<b>585.4</b>	<b>48.4%</b>
<b>Totals</b>		<b>1209.4</b>	<b>100.0%</b>

## CIVIL PLAN REQUIREMENTS

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### SITE DEVELOPMENT SUBMITTAL PACKAGE – MINIMUM COMPONENTS

(Iteration # 8 – May 2018)

This document is intended as a minimum check list for site development plan submittals for commercial, industrial, and multifamily projects. It may be revised by City staff to improve the site plan submittal review and approval process. This document is available at [www.leaguecity.com/planning](http://www.leaguecity.com/planning). If this form is not completed, the site development plan will be rejected and deemed incomplete. Code references can be found in parenthesis after each bulleted item.

#### Site development plan submittal format notes/instructions:

- ☐ All site development plan submittals, including revisions, shall be submitted to the Building Department as part of the commercial building permit.
- ☐ To reduce the number of times site development plans go through the review process, plans that are clearly incomplete or illegible will be returned to the design professional of record with general review comments.
- ☐ For Review Sets: Hard copy plans (Two sets bound paper) and PDF Files (scales must match pdf and hard copy) are required. Site Drawing to standard engineer's scale (maximum scale: 1" = 100'), Building Drawings to standard architectural scale. Commercial building plans shall be one complete PDF file, including all requested pages.
- ☐ Record Sets: All sets sealed and signed by the professional (engineer, surveyor, and/or architect) of record as appropriate.
- ☐ The applicable fee shall be paid at the time of submittal. Failure to pay the fee with the submittal will result in rejection of the application.
- ☐ The below sheets shall be provided in each submittal packet. Failure to provide the minimum sheets listed below will result in rejection of the application.

#### TYPICAL SHEETS PROVIDED IN A SITE DEVELOPMENT PLAN:

##### Cover sheet shall include, at a minimum:

- ☐ Project title.
- ☐ Vicinity map (with North arrow) and project location depicted.
- ☐ Sheet index listing **ALL** sheets within the commercial building permit.
- ☐ Project address.
- ☐ Signature and date block from ftp site under League City Utility & Traffic Details for City's approval.
- ☐ Design firm's logo and name, phone number, fax number, email address, physical address and mailing address and an Engineers Seal pending review status.
- ☐ Clearly state the use of the property on the title page.

**General and Construction Notes sheet:**

- ☐ These notes are location and job specific. If adding City infrastructure, use the notes from the City's ftp site under League City Utility & Traffic Details. Any other use of these notes is at the user's liability.
- ☐ As necessary, add sheet specific notes within the plan set where applicable, i.e. high danger area, water and sewer crossing, etc.

**Surveys (Sealed by Registered Professional Land Surveyor):**

- ☐ A survey should be provided if there are any improvements located on the site.
- ☐ Current (within past 18 months) boundary and topographic survey, with legal or metes and bounds description.
- ☐ Tree survey and inventory and disposition plan, or letter from Certified Arborist, Licensed Surveyor, or Landscape Architect certifying that there are no Protected Trees on the site.
- ☐ Show all existing improvements.

**Plat:**

- ☐ A plat of record shall be provided with the commercial building plans.

**Demo Plan:**

- ☐ Show all existing structures and trees to be removed.

**Site Plan:**

- ☐ Provide final copies certified and dated by a Registered Professional Land Surveyor and/or Licensed Professional Engineer, registered to practice in the State of Texas.
- ☐ Provide a parking table that shows what is required, (based on applicable use per zoning code), and what is being provided.
- ☐ Provide a housing unit table for multi-family developments.
- ☐ Depict, label, and dimension all: property lines; existing and proposed easements; existing and proposed rights-of-way; existing and proposed structures; existing and proposed driveways, driving lanes, and curb returns; existing and proposed parking areas (with spaces numbered).
- ☐ Depict, label, and dimension all existing sidewalks or proposed sidewalks. Refer to Master Trails Plan for additional requirements when adjacent to a proposed trail. Where sidewalks do not exist, sidewalks shall be installed along all opened road rights-of-ways, unless otherwise directed by the Development Review Committee.
- ☐ Depict and label the location of the FEMA Hazard zones with a note specifying the effective firm panel utilized, if applicable.
- ☐ Provide Finish floor elevation and FEMA Hazard's BFEs (Base flood elevations) with source.
- ☐ Provide a note stating, "All proposed utilities shall conform to the League City Subdivision and Development Regulations, including electrical service that is required to be installed underground."
- ☐ Depict the location and required screening of the trash receptacles and all mechanical equipment.
- ☐ Provide a calculation of the impervious coverage on the site (Article III, Zoning Regulations).
- ☐ Label a typical parking space as 9'x19' with a 25' drive aisle.
- ☐ Alignments of all public proposed infrastructure (as applicable).

**Drainage plan:**

- ☐ Provide regional and sub-regional drainage area maps showing capacity and conveyance paths for existing and proposed development for NFIP 1% and 0.2% events.
- ☐ Graphically depict (with dimensions, sizes, and material types) and label all existing or proposed public or private storm sewer lines and appurtenances.
- ☐ Provide drainage calculations and mapping showing no adverse development impacts to the NFIP 1% and 0.2% WSEs.
- ☐ Depict and label the NFIP hazard zone boundaries with a note specifying the effective firm panel utilized.
- ☐ Provide inundation maps for the FEMA 1% and 0.2% events.
- ☐ Provide Finish floor elevation and FEMA Hazard's BFEs (Base flood elevations) with source.

**Utilities plan** Graphically depict (dimension, size) and label all existing or proposed public and private infrastructure components (i.e. all water, sanitary sewer, and storm; water meters and service tap, backflow prevention devices, etc.)

- ☐ Meters must be located within the right-of-way or dedicated easement, with the customer's edge of the meter at the right-of-way line or easement line. Meters must be on separate taps (two meters cannot wye off of a single tap.). A reduced pressure backflow device (a.k.a. RPZ) is required on all domestic commercial services and shall be located after the meter (on private property).
- ☐ Provide location of the fire backflow preventer.
- ☐ All proposed and existing easements (with Volume/Page).
- ☐ A sanitary sewer clean-out will be installed within the right-of-way or easement (As applicable any use of an existing sewer service connection may be required to be reconstructed to current standards if not found to be in usable condition).
- ☐ Public utilities located under pavement on private property shall be centered within a minimum 10-foot wide easement with construction break-out joints at the easement lines. When constructing new public water and sewer force mains on private property, all joints and fittings on public water lines and public sanitary sewer force mains shall be mechanically restrained.
- ☐ Sanitary sewer taps into manholes shall be core-cut, with a call-out on the plans as same; taps onto existing mains shall be with gasketed saddles, unless existing pipe material precludes it.
- ☐ On site water lines for fire protection shall be private and labeled as such with a double detector backflow prevention device on the customer's side of the right-of-way or easement line.
- ☐ A fire protection plan sheet shall be prepared by a certified fire protection specialist/engineer and submitted as a part of the plans.

**Sanitary Pretreatment**, businesses with food preparation and/or service, automotive interior and exterior cleaning, and pet grooming shall provide the appropriate pretreatment devices along with a sample well. The location of these devices should be shown on the utility/plumbing site plans. Details of these pretreatment devices shall be provided either on the same sheet or on the detailed pages. Some commercial establishments (such as photo shops, dentists, drug stores) may only require a sample well to be installed and shall be addressed on a case by case basis. It should also be noted that these systems should be plumbed separately from the sanitary facilities within the same building.



**Fire Management Plan:**

- ☐ Depict closest roadways to the proposed and existing building on the site plan.
- ☐ Locations of all existing and new proposed fire hydrants for the site.
- ☐ Depict the travel distance (in feet) from the closest fire hydrant, which is measured from the fire hydrant to the furthestmost corner of the proposed main structure. This distance must be measured as fire hose would be laid on a hard surface to the furthestmost corner of the building.
- ☐ Indicate the size of all water mains.
- ☐ If the building has an existing fire sprinkler system or a proposed new system show the location of the Remote FDC location(s)
- ☐ Provide the size and location of the fire sprinkler service main into the building.
- ☐ Provide Back Flow Preventer vault and location to the site plan.
- ☐ Provide the riser room location within the proposed building with the sprinkler risers and FDC locations.

A RME-G or Registered Engineer must stamp and sign the submitted sheet(s). Fire service sprinkler mains and features must have an original RME-G or Registered Engineer signature to validate the Fire Management Plan. Stamped or copy signatures are not acceptable.

**Photometric survey:**

- ☐ Show proposed light levels over the entire property and extended beyond the property line a minimum of three feet to verify that proposed light levels show no light trespass at property lines abutting rights-of-way and residential properties.

**Storm Water Pollution Prevention Plan**

- ☐ Provide a north arrow on the plan set.
- ☐ Provide a note stating, "The Owner and General contractor including subcontractors involved with this project will need proper site notices from TCEQ. Post the site notices from TCEQ on site where it is safely and readily available for viewing by the general public, local, state, and federal authorities, prior to commencing construction, and maintain the notice in that location until completion of the construction activity."
- ☐ Provide a note stating the primary and secondary operator's information.
- ☐ If Owner and contractors are sharing the SWPPP, a note stating such must be added to the plan.
- ☐ Provide a note stating who the MS4 operator will be.
- ☐ A Storm Water Quality Permit from League City will be required for construction projects that are 5 acres or more, this will be required before Building permits are issued. You can get this form from the City Stormwater Coordinator.
- ☐ Provide legend that includes all construction BMP's (silt fencing, inlet protection, construction entrance, concrete washout, post-BPM's and any other protection). Only reinforced silt fencing can be used on projects and SAND/GRAVEL BAGS ARE NOT ALLOWED for inlet protection.
- ☐ The owner/operator of all post-construction BMP's must have structural control devices inspected annually by a Texas Registered Professional Engineer and file a Permittee Certification of Proper Maintenance with the City annually.
- ☐ A note specifying existing and post construction BMPs as to where they are located, the type, and maintenance responsibility.
- ☐ Provide a note on seeding/sod/hydro mulch: how it will be maintained, 80% coverage must be established, etc.
- ☐ Must show location of protected inlets & ditches outside of property/project.

**Landscaping/Screening:**

- ☐ Final copies shall be prepared by a landscape designer, licensed landscape architect, or other qualified individual.
- ☐ Provide a landscape table that shows what is required and what is being provided. (Note: the bottom area of storm drainage detention facilities shall not be included as area counted towards the project's required landscaping)
- ☐ Provide a proposed planting schematic, with a plant/tree list or legend (including common and scientific names, quantities, sizes, and spacing).
- ☐ Depict and label the species and size of all existing trees greater than 1.5-inch caliper, showing which trees are proposed for removal or retention.
- ☐ Plant materials shall be labeled and drawn to scale for size at maturity.
- ☐ Show all underground utilities and/or easements that are within 5 feet of proposed tree plantings.
- ☐ Large landscaping features (trees) shall not be placed over public utilities or within their easements and rights-of-way.
- ☐ Details sheets, as applicable.

**Building elevations:** Plans should be drawn to a standard architect's scale. Include all facades labeled with directions and properly dimensioned.

- ☐ Provide the following note on the page, "All exterior ground, building, and rooftop mechanical equipment shall be screened from public view on all sides. Equipment to be screened includes, but is not limited to: heating, air conditioning, refrigeration equipment, plumbing line, ductwork, transformers and meter banks. Screening materials may be solid, concrete, wood, landscaping, or other opaque material that is compatible with the building architecture and effectively screens mechanical equipment so that it is not visible from a public street or adjoining lot. Rooftop equipment may be screened using enclosure, partial screens, or parapet walls."
- ☐ Provide the following note on the page, "If brick is to be used as a veneer, it shall be weather rated kiln fired clay or slate material, or concrete brick if it is to the same as ASTM C216 or C652 and severe weather rated; such shall be no less than two and one-quarter inches in thickness when applied as a veneer. If stone is to be used, it shall be unpainted upon and shall be no less than three and five-eighths inches in thickness when applied as veneer."
- ☐ Provide a calculation of material types for each elevation.
- ☐ Clearly label the materials being used on each elevation.
- ☐ Provide Finish floor elevation and FEMA Hazard's BFEs (Base flood elevations) with source.

**Building Floorplans:**

- ☐ Plans should be drawn to a standard architect's scale, including all floors and labeling of all uses by area.

**Site Specific Details:** Each set of design plans could have the same rudimentary utility details. The list below is a minimal list. The design professional is responsible for the determination of any and all details necessary for construction of his plans. The City may require that City pre-approved details, which may be found on the ftp site under League City Utility &

Traffic Details, be used. It is understood that not every detail fits every situation therefore altered or totally new designed details may be submitted for review. The City may require additional details to provide better understanding of plans.

- ☐ Water Tap and Meter Detail, (sized by Design Engineer)
- ☐ FDC vault details.
- ☐ Thrust blocks, pipe details, connections of all water mains, and FDC connections.
- ☐ Sanitary Sewer Service Tap and Lead Detail with Clean-out for Waste Water (min. size to be 6")
- ☐ Storm Water Pollution Prevention Plan Details (SWPPP)
- ☐ Sidewalk and ADA Ramp Details
- ☐ Storm Water and Post Construction TPDES Phase II details
- ☐ Curb and Street Cut details for driveway connection to City or State Roads. Details for connections to City roads can be found on the City's ftp site under League City Utility & Traffic Details. Connections to State roads shall be covered by TxDOT's detail sheet(s) of current revision.
- ☐ Traffic Control Details.

**OTHER PLANS OR DOCUMENTS REQUIRED:**

- ☐ Completed Availability of Service Request.
- ☐ Plan/profile drawings for public infrastructure extensions, if any, submitted to the Engineering Department. The site plans and public infrastructure plans should reference each other.
- ☐ Traffic Impact Assessment (TIA). At a minimum the TIA forms shown on our website should be submitted with the initial package submittal.
- ☐ Flood Impact Assessment (FIA) and/or master drainage plan, depending upon the development's size and phasing.
- ☐ For sites 1 to 5 acres a TCEQ "Small Construction Site Notice" form must be completed and submitted to City prior to the site pre-con meeting.
- ☐ For sites larger than 5 acres a "NOI" must be submitted to TCEQ with a copy provided to the City prior to the site pre-con meeting.
- ☐ A copy of the SWPPP must be kept at the construction site and provided to the city's Stormwater Management Coordinator.
- ☐ Phase 1 Environment Assessment.
- ☐ A Storm Water Quality Management Plan (SWQMP) is required with a permit. An example SWQMP, forms, and permit can be found on the City ftp site under Drainage & Storm Water Quality folder.
- ☐ Texas Department of Transportation permits for drainage, driveways and utility work if applicable. Driveway and road connecting to TxDOT highways will first need the approval of the City's Traffic Engineer. The approved permits are required to be submitted prior to the site pre-con meeting.
- ☐ US Army Corps of Engineers permits or documentation showing the permits have been applied for, if applicable.
- ☐ If pipelines cross the site, copies of letters from pipeline companies approving plans, prior to site pre-con meeting.
- ☐ Documentation of Historic District Commission approval, if applicable.
- ☐ Documentation of Parks Board approval, if applicable.

## APPLICANT CERTIFICATION

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected and deemed incomplete if all items were not submitted with accurate information.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### EXAMPLE OF REQUEST TO POSTPONE ITEM

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*This request will still be at the discretion of the appropriate body (e.g., Planning and Zoning Commission or City Council).*

[Date]

City of League City  
Planning and Development Department  
300 W. Walker St.  
League City, TX 77573

**RE: Request to Postpone Zoning or Specific Use Permit Request**

{Case Manager}:

As the applicant and/or representative of ***(insert case name)***, I hereby request that this case be postponed by the Planning and Zoning Commission/City Council ***(include appropriate body)*** to their ***(insert date)*** meeting. I request that the item be postponed until the [date] Planning and Zoning Commission Regular Meeting/City Council Regular Meeting ***(include appropriate body)***.

Sincerely,

*Insert Printed Name and Signature of Applicant and/or Representative*

## EXAMPLE OF REQUEST TO WITHDRAW AN APPLICATION

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[Date]

City of League City  
Planning and Development Department  
300 W. Walker St.  
League City, TX 77573

**RE: Project name; Withdrawal of Application**

{Case Manager}:

Through working with your staff and based on internal discussions with our team, we have decided to withdraw the above-referenced application.

Please feel free to contact me if you have any questions.

Sincerely,

*Insert Printed Name and Signature of Applicant and/or Representative*